

Request for Evidence (RFE)



U.S. Immigration
and Customs
Enforcement

SEVIS User Guide

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General Information

You may receive a request for evidence (RFE) when the Student and Exchange Visitor Program (SEVP) does not have all the information needed to make a decision on:

- Petitions for initial school certification.
- Petitions for recertification.
- Petition updates.
- Correction requests.

An SEVP adjudicator generates an RFE in the Student and Exchange Visitor Information System (SEVIS). SEVIS then sends an email that:

- Describes exactly what information or documents are needed.
- Directs what actions the SEVIS user must take in SEVIS, if any.
- Gives a response due date.
- Instructs how and where to respond.



The response deadline is firm. You will receive a denial of your petition, update, or correction request, if you miss the due date.

To respond to an RFE:

1. Read the email carefully.
2. Collect the information or documents.
3. Scan the documents and convert them into PDF format.
4. Update SEVIS, if instructed to do so.



SEVIS locks your Form I-17 when you submit a change that requires adjudication. SEVP will temporarily unlock your Form I-17 petition, if needed, so you can make any changes required in your RFE.

5. Email the supporting document to the email address in the body of the RFE.

Questions about an RFE

If you have questions, do not reply directly to the email. The two email addresses SEVIS uses – SEVIS@ice.dhs.gov and SEVISysAdmin@ice.dhs.gov – are not monitored. Send the email instead to:

RFE Type	Email Instructions for Questions
Initial Certification	<ul style="list-style-type: none">• Initial.SEVIS@ice.dhs.gov
Form I-17 Update petition	<ul style="list-style-type: none">• Update.SEVIS@ice.dhs.gov
School Official Update	<ul style="list-style-type: none">• FormI17SupportingEvidence@ice.dhs.gov
Recertification	<ul style="list-style-type: none">• Recert.SEVIS@ice.dhs.gov
Correction Request	<ul style="list-style-type: none">• Email SEVISHelpDEsk@ice.dhs.gov.• In the Subject line, include the correction request number and the analyst's name, if known.



Due date guidelines:

- Asking a question does not change your response deadline.
- Regulations prohibit extending a due date. If you cannot meet a due date, submit an explanation why you cannot respond by the due date.
- If you cannot meet a due date for a correction request, contact the analyst who sent the RFE.

File Format

Once you have collected the necessary documents, convert them into individual PDF files, so you can email them to SEVP. Each file should be a separate PDF. Clearly name your files.



File guidelines:

- Sending one large document with different types of evidence can delay processing.
- Refer to the [article on Required Evidence on ICE.gov](#) for guidance on naming file(s) for your type of Form I-17 petition.



- Do not combine documents for multiple students and correction requests into the same PDF file. Different analysts might be working the different cases.

Send your documents to the appropriate mailbox:

Type	Email Address
Any school certification petition-related cases: <ul style="list-style-type: none">• Initial Certification• Update• PDSO/DSO changes• Recertification	Initial.SEVIS@ice.dhs.gov Update.SEVIS@ice.dhs.gov FormI17SupportingEvidence@ice.dhs.gov Recert.SEVIS@ice.dhs.gov
Correction Requests	SEVISHelpDesk@ice.dhs.gov

Icon Guide

See the [SEVIS Help Icons](#) on the SEVIS Help Hub for a quick-reference of the icons used in this user guide.

Document Revision History

Date	Revision Summary
September 30, 2016	Initial Release